



Maryland Department of Budget & Management

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Office of Personnel Services and Benefits

ROBERT L. EHRLICH, JR.
Governor

MICHAEL S. STEELE
Lieutenant Governor

JAMES C. DIPAULA
Secretary

MEMORANDUM

September 17, 2003

TO: Personnel Directors

FROM: Andrea M. Fulton
Executive Director, Office of Personnel Services and Benefits

SUBJECT: Paid Administrative Leave for State Employees Serving As Election Judges

During the 2003 Legislative Session, Senate Bill 213 was passed and was subsequently signed by Governor Ehrlich. Senate Bill 213 allows State employees to use one hour of paid administrative leave for each hour of service as an Election Judge up to a total of eight hours for each day of service. This is an effort to increase the number of Election Judges available across the state. This new law takes effect on October 1, 2003. Administrative Leave shall not be granted for any elections that occur prior to this effective date. The following criteria should be used to determine if an employee should be granted paid administrative leave as an Election Judge.

- The State employee must serve as an Election Judge during hours that the employee was otherwise scheduled to work for the State.
- The State employee must notify their supervisor two weeks prior to the election date of the employee's intention to work as an Election Judge to accommodate any scheduling changes.
- The State employee must provide their supervisor with documentation from the Election Board confirming the date and hours in service as an Election Judge.

Please note that paid Administrative Leave for State Holidays on specific election days will not be applicable unless the employee is scheduled to work on that State Holiday. Additionally, elections, under this law, include all general, primary and special elections. You may access a copy of this section of the law at www.mlis.state.md.us, Maryland Statutes, 2004-Statute Text, Election Law Article, § 10-202.

If there are any questions concerning this matter, please feel free to contact me or Leslie Buchman at 410-767-4715.

cc: Cecilia Januszkiewicz
Kris Hoffman
OPSB Directors